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| **Technician Instructor Animal Management** |

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| **Reporting To:** | Animal Collections Manager, Animal Management |
| **Working Hours:** | Full time |
| **Salary:** | £19,826 to £23,293 per annum (Scale point 13 – point 18) |
| **Annual Leave:** | 26 electable days, 8 statutory days and up to 5 efficiency closure days at Christmas |

**Job Purpose**

The technician instructor is responsible, through the Animal Collections Manager for providing daily operational support to the Animal Management Centre and, where required, within the faculty (Animal Management, Equine, Veterinary Nursing and Adventure Education & Sport Faculty). The role includes instructing and assessing students in a range of practical tasks relating to animal care as well as providing specific one-to-one and small group student support within both the practical and theoretical learning environment.

**Duties and Responsibilities of the Job**

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| 1. Maintain the Animal Management Centre and ensure good welfare/husbandry of Animal Management Centre animals under the direct supervision of the Animal Collections Manager.   Please note that this position will require you to work at our main site and occasionally at our Netherfield site. |
| 1. Assist lecturers with the preparation of materials for classes and practical’s, as requested. |
| 1. Supervise students carrying out routine work at the Animal Management Centre during term time and holiday periods. |
| 1. Deliver and manage practical classes for students in the Animal Management Centre. |
| 1. Carry out assessments as appropriate, keep assessment records and provide feedback to students. |
| 1. Provide individualised one-to-one support to students with identified needs under the supervision of the Programme Manager and/or Learning Support Team. |
| 1. Use College transport to take students to and from visits. |
| 1. Carry out routine work in the Animal Management Centre. This will include weekends, on a rota basis, working on average one in three weekends and will also include some bank holiday working. |
| 1. To take registers for all classes taught and ensure that tutors are aware of any absences. |
| 1. Maintain effective communications with other staff, including attending staff and curriculum area meetings as required. |
| 1. Adhere to the College Safety Policy, ensuring that appropriate safety standards, including COSHH, are maintained at all times. Compile risk assessments, co-ordinate and monitor safety inspections. |
| 1. Participate in an annual appraisal of performance as laid down in the agreed guidelines. |
| 1. Undertake staff development appropriate to the needs of the College and that identified by the appraisal process. |
| 1. Undertake any other reasonable duties from time to time as requested by the Curriculum Manager or Head of Faculty for, Senior Management Team or Principal. |

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

**Qualifications / Skills / Knowledge / Qualities**

It is crucial that the successful candidate shares our student-focussed values, equality of opportunity and parity of esteem for staff and students.

At Plumpton College we are:

1. Ambitious and Progressive
2. Enterprising
3. Professional
4. Passionate about everything we do
5. Supportive

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| **Essential criteria for the post** |
| Practical experience and proficiency in working within an Animal Unit |
| Ability to prioritise tasks and organise own work schedule |
| Ability to properly finish all tasks to a high standard and demonstrate a commitment to Unit presentation. |
| Excellent awareness of safe working procedures and the ability to identify improvements across all tasks. |
| Able to perform practical tasks throughout the day, every working day. |
| A good understanding an empathy with young people with the ability to challenge inappropriate behaviour and set a professional example to all college users. |
| Be able to adopt a flexible approach to all tasks and working hours given the occasional unplanned animal or student emergencies that can arise. |
| Experience of working with minimal supervision |
| Ability to work unsupervised and independently manage student workers outside of normal curriculum time to ensure the effective and safe operation of the Centre. |
| Ability to record and maintain comprehensive records pertaining to student tracking, Centre operations and animal welfare |
| Be a good communicator, have good IT, literacy and numeracy skills, and ability to work as a small team with a flexible approach to work |

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| **Desirable criteria** |
| To hold a current teaching qualification |
| Qualified to Level 3 in a relevant and recognised Animal Care qualification |
| Full UK driving licence |

**CONDITIONS OF EMPLOYMENT**

**Working Hours**

Basic working hours are from 0830hrs to 1700hrs Monday to Friday and regular weekends on a rota basis, some flexibility will be required to meet the needs of the business. This is an all year round post. There will be some evening and weekend working required to support department and whole college events where there will be a requirement to attend.

**Annual Leave**

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 26 working days, 8 bank holidays and efficiency days as stipulated by the Senior Management Team. Annual leave is bookable subject to business needs and should be planned and agreed with your Manager. Annual leave sheets will be available from the start of the new holiday year (1 September).

**Continuous Professional Development (CPD)**

This post will be entitled to CPD for updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

**Benefits**

The candidate appointed to the post will automatically become a member of the LGPS Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the College will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

**Equality and Diversity**

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

**Criminal Record Check via the Disclosure Procedure**

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as ‘spent’.  There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and “spent” convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal